



OFFICE OF THE COMPTROLLER  
CITY OF ST. LOUIS



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DR. KENNETH M. STONE, CPA  
Internal Audit Executive

FILE COPY

May 22, 2012

Ms. Gloria Lee  
Our Lady's Inn  
4223 S. Compton  
St. Louis, MO 63111

RE: Federal Emergency Shelter Grant (FESG) (Project #2012-HOM08)

Dear Ms. Lee:

Enclosed is a report of the fiscal monitoring review of the Our Lady's Inn, a not-for-profit organization, FESG program, for the period January 1, 2011 through December 31, 2011. The scope of a fiscal monitoring review is less than an audit, and as such, we do not express an opinion on the financial operations of Our Lady's Inn. Fieldwork was completed on May 10, 2012.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing* and through an agreement with the City of St. Louis, Department of Human Services (DHS) to provide fiscal monitoring to all grant sub-recipients.

If you have any questions, please contact the Internal Audit Section at (314) 657-3490.

Respectfully,

Dr. Kenneth M. Stone, CPA  
Internal Audit Executive

Enclosure

cc: Parimal Mehta, Fiscal Manager, DHS  
Antoinette Triplett, Program Manager II, DHS



# CITY OF ST. LOUIS

**DEPARTMENT OF HUMAN SERVICES (DHS)  
FEDERAL EMERGENCY SHELTER GRANT (FESG)**

**OUR LADY'S INN  
CONTRACT #62405  
CFDA #14.231**

**FISCAL MONITORING REVIEW**

**JANUARY 1, 2011 THROUGH DECEMBER 31, 2011**

**PROJECT #2012-HOM08**

**DATE ISSUED: MAY 22, 2012**

**Prepared by:  
The Internal Audit Section**



## OFFICE OF THE COMPTROLLER

**HONORABLE DARLENE GREEN, COMPTROLLER**

**CITY OF ST. LOUIS  
DEPARTMENT OF HUMAN SERVICES (DHS)  
FEDERAL EMERGENCY SHELTER GRANT (FESG)  
OUR LADY'S INN  
FISCAL MONITORING REVIEW  
JANUARY 1, 2011 THROUGH DECEMBER 31, 2011**

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## INTRODUCTION

### Background

**Contract Name:** Our Lady's Inn  
**Contract Number:** 62405  
**Contract Period:** January 1, 2011 through December 31, 2011  
**CFDA Number:** 14.231  
**Contract Amount:** \$32,393

This contract provided Federal Emergency Shelter Grant (FESG) funds to Our Lady's Inn (Agency) to provide comprehensive continuum of care services for eligible pregnant homeless women 18 years and older in the City of St. Louis or within a 100 mile radius.

### Purpose

The purpose of the review was to determine the Agency's compliance with federal, state, and local Department of Human Services (DHS) requirements for the period January 1, 2011 through December 31, 2011 and make recommendations for improvements as considered necessary.

### Scope and Methodology

Inquiries were made regarding the Agency's internal controls relating to the grant administered by DHS. Evidence was tested supporting the reports the Agency submitted to DHS and other procedures were performed as considered necessary. Fieldwork was completed on May 10, 2012.

### Exit Conference

The Agency was offered the opportunity for an exit conference on, 2012, but the Agency declined.

## **SUMMARY OF OBSERVATIONS**

### **Conclusion**

There was no evidence to suggest that the Agency did not fully comply with federal, state, and local DHS requirements.

### **Status of Prior Observations**

The Agency's previous fiscal monitoring report, Project #2011-HOM11 issued June 16, 2011 noted one observation.

- Opportunity to establish internal controls over approval of time reporting (**Resolved**)

### **A-133 Status**

According to a letter received from the Agency, it did not expend \$500,000 or more in Federal funds in its calendar year ended December 31, 2011; therefore, it was not required to have an A-133 audit.

### **Summary of Current Observations**

There were no current observations.